CIMS Phase I Requirements
Revision 3 – 03/12/99

1 Occupational Safety and Health Act (OSHA)

1.1 Maintain Material Safety Data Sheets (MSDS) for all chemicals kept on site (ConOps – 12/23/98 Section 2.1.1.1)

1.1.1 **Description:** Users must maintain an MSDS for all hazardous chemicals.

1.1.2 **Inputs:** Vendor Name, Vendor Address, Vendor Type, Chemical Name, MSDS Text, MSDS Date of Issuance

1.1.3 **Outputs:** Same as Inputs

1.1.4 **Constraints:** The ability to add to or update the MSDS files should be limited to environmental points of contact with responsibility for the given area.

1.1.5 **Responsible Party:** Area Environmental Point of Contact, Subarea Environmental Point of Contact.

1.1.6 Task Frequency: High

1.2 Maintain warning labels on containers.

1.2.1 **Description:** Users must affix warning labels with appropriate information to any container that holds hazardous chemicals.

1.2.2 **Inputs:** Chemical Name, Chemical Physical State, Hazard Class, Identification Number

1.2.3 **Outputs:** Same as Inputs

1.2.4 **Responsible Party:** Area Environmental Point of Contact, Subarea Environmental Point of Contact

1.2.5 **Note:** According to the latest version of the CIMS ConOps document, the process and data requirements for performing this operation have not been determined.

1.2.6 **Task Frequency:** High

1.3 Track container inventories (Must have the ability to use bar coding or discrete container numbers).

1.3.1 **Description:** The users, as a means of efficiently identifying containers, have specifically identified this requirement. It includes the generation of bar code labels and the storage of container identification information.

1.3.2 **Inputs:** Container Number, Container Size

1.3.3 **Outputs:** Same as Inputs

1.3.4 **Responsible Party:** Area Environmental Point of Contact

1.3.5 **Task Frequency:** High

2 Resource Conservation and Recovery Act (RCRA)

2.1 Track hazardous waste identification information, such as waste codes and U.S. Department of Transportation (DOT) classes.

2.1.1 **Description:** NOAA facilities that ship hazardous materials are required to follow regulations and procedures established by DOT, such as displaying proper placards.

2.1.2 **Inputs:** Information pending from Tetra Tech

2.1.3 **Outputs:** Information pending from Tetra Tech

2.1.4 **Responsible Party:** Area Environmental Point of Contact, Subarea Environmental Point of Contact

2.1.5 **Note:** The CIMS Users Group needs to define the steps and information needed to incorporate this requirement.

2.2 Identify containers as containing hazardous waste.

2.2.1 **Description:** Users require the ability to mark containers as containing hazardous waste.

2.2.2 **Inputs:** Chemical Name, Hazard Class

2.2.3 **Outputs:** Same as Inputs

2.2.4 **Responsible Party:** Area Environmental Point of Contact, Subarea Environmental Point of Contact

2.3 Track the amounts and locations of waste containers.

2.3.1 **Description:** Just as the CIMS system tracks chemical containers by container identifier, the system should also be able to track waste containers by the container identifier.

2.3.2 **Inputs:** Container Number, Container Content

2.3.3 **Outputs:** Same as Inputs

2.3.4 **Responsible Party:** Area Environmental Point of Contact, Subarea Environmental Point of Contact

3   User Requirements

3.1   Generate ad-hoc reports.

3.1.1   **Description:** Users require the ability to access and view any and all data in the CIMS environment. The data requirements will change frequently and should not be defined as "canned queries."

3.1.2   **Inputs:** Defined at run-time

3.1.3   **Outputs:** Defined at run-time

3.2   Track cylinders.

3.2.1   **Description:** Users will require the need to track containers that move in and out of inventory too frequently to be labeled. As an alternative, it should be possible for the user to assign a unique identifier to the storage location where these containers are held.

3.2.2   **Inputs:** Container Number, Current Contents

3.2.3   **Outputs:** Same as Inputs

3.2.4   **Responsible Party:** Area Environmental Point of Contact, Subarea Environmental Point of Contact

3.3   Generate Custom Labels.

3.3.1   **Inputs:** Custom Label Name, Custom Label Information

3.3.2   **Outputs:** Same as Inputs